



Department of Economic and  
Community Development

Office of the Arts

## Important Information Regarding Accepting a State Grant from the Connecticut Office of the Arts

### Your Responsibility

In accepting state funds from the Connecticut Office of the Arts (COA), your organization assumes responsibility for administrating the award in accordance with any provisions included in the grant contract. While we may provide you with reminders regarding award requirements, the absence of receiving such notice does not relieve you of your responsibilities. **Failure to comply with these requirements may result in the termination of the award and recovery of funds.**

### Acknowledgement of COA

Acknowledgement of the Connecticut Office of the Arts (COA) must be prominently displayed on all materials and announcements. All grantees must credit the Connecticut Office of the Arts (COA) by using the proper approved logo. The logo is available in three (3) layouts. It can be reproduced in full-color or black & white. It must be reproduced without alteration.

Layout Option #1:



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Layout Option #2:

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Layout Option #3:



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In those instances where use of the logo is not feasible, the words “***with support from the Connecticut Office of the Arts, which also receives funding from the National Endowment for the Arts, a federal agency.***” must appear.

*Promotional Materials:* Credit must be given by using the COA logo in printed materials (including season and subscription brochures, newsletters, press releases and announcements) as well as in films or video recordings. Any promotional material prepared by recipients that credits another funding source must also credit COA.

*Online Materials:* Use the COA logos prominently in online materials, including web sites, electronically distributed releases and intranets to which your grant contributes. When COA logos appear on a grantee’s website, it should link to <https://portal.ct.gov/DECD/Services/Arts-and-Culture>.

*Programs/ Playbills:* The COA logos must appear in a prominent location (cover, title page, etc.) on printed programs whenever possible. In addition, grantees must list “Connecticut Office of the Arts” in the donor category appropriate to the level of financial support received.

*Exhibition Signage:* For any exhibition presented with funding from COA, wall text listing sponsors must include “Connecticut Office of the Arts” with other major public, private and corporate sponsors, in proportional order of the size of contribution.

*Educational Materials:* Credit must be given in all educational materials distributed in

association with any COA funded program such as brochures, pamphlets, flyers, etc.

*Verbal Credit:* When no written/printed materials exist, verbal credit shall be given prior to each performance/event.

*Advertising:* Credit must be given in all print advertising placed by a grantee that is 10 column inches or larger. Billboard advertising should also include COA logos or comparable credit approved by COA.

*Donor Recognition:* Any wall plaques or advertisements that acknowledge the grantee's annual or ongoing support from corporations and/or foundations should also acknowledge COA.

### **Importance of Public Funding of the Arts**

As a grantee of the Connecticut Office of the Arts (COA), it is crucial that you communicate with elected officials and the public about the value of the arts in your community.

Funding for the Connecticut Office of the Arts is dependent on the support of the Governor and the Connecticut General Assembly. You are strongly encouraged to contact your political leaders to inform them of the key outcomes that state funding will make possible with regard to your organization and your organization's arts and culture services/programs, impact on the economy, education, tourism, workforce development and more.

It is also very important to thank political leaders for appropriating funds to support the arts. Your acknowledgement of the support your organization has received from COA helps to support the future funding of COA and, thus, funding for the arts through COA's grant programs. Letters may be addressed to:

The Honorable Governor Ned Lamont  
Office of the Governor  
State Capitol, 210 Capitol Avenue  
Hartford, CT 06106

The Honorable (Name of Legislator)  
Legislative Office Building  
Hartford, CT 06106-1591

Visit <https://www.cga.ct.gov/asp/menu/cgafindleg.asp> to Find Your Legislators.

A few suggestions follow for ways to inform people about the importance of public funding to your organization:

- Include an article in your organization's newsletter about the significance of COA funding and how it impacts your organization's ability to serve the community.
- Create a lobby display or other public exhibit for the library, the town hall, a school, etc. to showcase students' work from a COA supported activity.
- Send a special letter home to parents illuminating how COA supports educational programming.
- Arrange for an article in your local newspaper about COA funded programs or write an opinion piece about the significance of state support for cultural activities.

### **Working with the Media**

For guidance in planning a media campaign, please consult the National Endowment for the Arts' "[Working with the Media Toolkit](#)".

### **Accessibility Accommodations**

Individuals who are deaf or hard-of-hearing or any individuals who may need assistance may contact the Connecticut Office of the Arts' Accessibility Coordinator Tamara Dimitri at [tamara.dimitri@ct.gov](mailto:tamara.dimitri@ct.gov) or 860-500-2377.



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**450 Columbus Boulevard, Suite 5  
Hartford, Connecticut 06103**